

**VACANCY ANNOUNCEMENT  
DEPARTMENT OF JUSTICE  
UNITED STATES ATTORNEY'S OFFICE  
EASTERN DISTRICT OF KENTUCKY**



**Selections from this announcement will be made under the Federal Career Intern Program**

**TITLE, SERIES, GRADE: Legal Assistant (OA), GS-986-5**

**SALARY RANGE: GS-5 – \$28,862 - \$37,519 (includes 12.64% locality pay)**

\*Salary range contains multiple steps. In most cases, the salary will be set at the starting end of the range.

**TYPE OF APPOINTMENT: Excepted Service - Selectees from this announcement will be appointed to a two-year internship. Upon successful completion of the internship, an intern is eligible for non-competitive conversion to a career or career-conditional appointment.**

**PROMOTION POTENTIAL:** This position has known promotion potential to GS-986-6. However, any actual promotion is contingent upon the continuing need for and actual performance of higher level duties and supervisory certification that the intern has developed or is fully proficient at performing key components of the KSA-Based Learning Objectives.

**VACANCY ANNOUNCEMENT NUMBER: 07-EDKY-01**

**OPENING DATE: January 12, 2007**

**CLOSING DATE: January 19, 2007**

**DUTY LOCATION(S): United States Attorney's Office, Lexington, Kentucky**

**NUMBER OF VACANCIES: One (1) Position**

**CONTACT: Name:** Louanne Davis  
**Phone #:** 859-233-2500 or 233-2661  
**TDD#:** 859-233-2573

**Send your application package to: U.S. Attorney's Office  
110 W. Vine Street  
Suite 400  
Lexington, KY 40507-1671  
Attn: Louanne Davis**

Applications may be submitted to the mailing address listed above. Applications must be received by 5:00 p.m. or postmarked by 11:59 p.m. Eastern Standard Time on the closing date of the announcement. Applications submitted using government postage or by facsimile will not be considered.

**WHO MAY APPLY: All U.S. Citizens**

**DUTIES:** Serves as a Legal Assistant in support of one or more Assistant United States Attorneys

(AUSAs) with responsibility for providing a full range of legal support duties. Such duties include: examines, prepares and processes a variety of legal documents; provides assistance to attorneys in trial preparation by performing duties such as compiling trial notebooks, preparing witness and exhibit lists; assembling exhibits, affidavits, and other legal documents from file material; maintains calendar of assigned active cases; tracks filing, hearing, trial dates, etc; schedules appointments, interviews and conferences; receives visitors and telephone calls; establishes and maintains case and office files. Also performs other related duties as assigned.

**1. QUALIFICATION REQUIREMENTS** - Required levels of experience/education are based on the *OPM Qualification Standards Handbook*, Group Coverage Qualification Standard for Clerical and Administrative Support Positions.

To qualify at the GS-5 level, applicants must have at least one year of specialized experience equivalent to the GS-4 grade level. Specialized experience at this level may include secretarial work performed in an office setting which involved maintaining files, receiving visitors/ answering phones, typing standardized forms and routine correspondence, making travel arrangements, etc. At this level, work experience should have demonstrated candidate's ability to complete recurring assignments on own initiative.

OR

Four years of successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. **TRANSCRIPTS REQUIRED IF APPLYING BASED ON EDUCATION.**

OR

Experience and education as described above may be combined to meet the minimum qualification requirements. Experience and education should be computed as percentages of the overall requirements and must equal to 100 percent when combined. Only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience.

Credit will be given for all appropriate qualifying experience regardless of whether compensation was received or whether the experience was gained as a part-time or full-time occupation. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

**Applicants for this position must be able to type 40 words per minute. Applicants must indicate their typing speed on their application/resume. Failure to list typing speed will result in a rating of ineligible.**

Applicants must meet all qualification requirements by the closing date.

Applicants are responsible for ensuring that their applications clearly reflect that all qualification requirements are met. No additional information will be solicited or accepted after the closing date of this vacancy announcement.

**2. EVALUATION METHOD** - A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). The factors are:

- A. Knowledge of legal documents, terminology and procedures. (Describe your experience processing legal documents, searching reference files and verifying citations.)
- B. Ability to independently plan, coordinate and timely carry out a wide variety of clerical and administrative services required in a law office environment. (Describe your experience screening correspondence, maintaining files and calendars, and multi-tasking.)
- C. Skill in use of office automation hardware/software to produce documents, correspondence and court exhibits. (Describe types of hardware and software programs used, for what purpose and the products produced. Applicants for this position must be able to type 40 words per minute. Applicants must indicate their typing speed on their application/resume. **FAILURE TO LIST TYPING SPEED WILL RESULT IN A RATING OF INELIGIBLE.**)
- D. Ability to communicate orally. (Provide specific examples of types of information conveyed and to whom.)
- E. Ability to communicate in writing. (Describe the types of written communication composed, its complexity and for whom it was prepared.)

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

### **3. INFORMATION REGARDING THE FEDERAL CAREER INTERN PROGRAM**

The Federal Career Intern Program is a two-year Excepted service appointment. Competitive civil service status may be granted to federal career interns who successfully complete their internships and meet all qualification, suitability, and performance requirements, and subject to the availability of a suitable position at the end of the internship. Training will be provided during the internship period. Competitive service employees of United States attorney's Offices/Executive Office for United States Attorneys who voluntarily accept a position in the Federal Career Intern Program, and fail to complete the program for reasons unrelated to misconduct or suitability, will be placed in a career or career-conditional position at no lower grade or pay than the position they left in the United States Attorney's Office/Executive Office for United States Attorneys. Competitive service employees of other federal agencies, including other components of the Department of Justice, are not eligible for placement rights if they fail to complete the program.

- **Agreement** - Applicants selected for the internship program will complete an agreement which provides specific information regarding the program.
- **Individual Development Plan** - Within 30 days of appointment, an intern will be placed on an

Individual Development Plan (IDP) which will cover the two-year training period. The IDP will identify the knowledge, skills, and abilities (KSAs) as well as any associated training and development activities required for successful completion of the internship.

- **Mentor** - Interns will be assigned a peer mentor to provide informal assistance, professional advice on work-related issues, and career guidance to the intern.
- **Promotion** - To be eligible for promotion, the trainee must have demonstrated the ability to successfully perform all the critical KSAs, and have received a rating of “Skill Level 3 (Fully Proficient)” on each critical KSA of the IDP.

#### **4. HOW TO APPLY**

- Submit an Optional Application for Federal Employment (OF-612), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure “Applying for a Federal Job” (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.asp>

- A separate narrative statement addressing the required knowledge, skill and abilities (KSAs) listed in #2 above.

**5. VETERANS’ PREFERENCE** - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15. For more information, please see the Veteran’s Information Guide at the following link: <http://www.opm.gov/veterans/html/vetsinfo.pdf>

#### **6. AGENCY REQUIREMENTS AND INFORMATION**

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

#### **7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental

disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.